

Emergency Solutions Grant

Shelter Program - Request for Proposals (FY12)

Indiana Balance of State Continuum of Care

ESG RFP's must be received in the IHCD office by May 25, 2012 at 5:00pm EDT. Applications received after this date and time will be rejected. Postmarked dates or faxed applications will *not* be considered.

Mail to: Homeless Prevention Programs Analyst
Indiana Housing & Community Development Authority
30 South Meridian, Suite 1000
Indianapolis, IN 46204
E-mail to: kbarker@ihcda.in.gov

2012-13 REQUIREMENTS OF THE ESG PROGRAM:

A. THRESHOLD REQUIREMENTS

Applicants must meet the following six (7) requirements to be considered for an ESG award:

- 1) Applicant must be a private non-profit organization (defined as tax-exempt secular or religious organizations described in section 501(c) of the Internal Revenue Code), or a local unit of government in the state of Indiana. Documentation of this status must be submitted with proposal in **Tab A**.
- 2) Applicant does not have unresolved IHCD or HUD findings against the agency.
- 3) Applicant has not had state or federal funds recaptured.
- 4) Applicant must be located in the Indiana Balance of State Continuum of Care region (IN-502), which includes all counties in Indiana except Marion and St. Joseph counties.
- 5) Applicant must actively attend their regional planning council on the homeless meetings. Active participation is defined as attendance to at least 75% of all meetings in 2011. Certificate of Attendance with local regional planning council on homeless must be submitted in **Tab B**.
- 6) One hundred percent (100%) of clients served in applicant's shelter program are homeless as defined by HUD in below definition (Section B). Applicants must be currently housing and providing services to homeless individuals at the time of application.
- 7) For applicants that did not receive a State ESG award in 2011-12 program year, the shelter program must be a short-term emergency shelter, of which the primary purpose is to provide temporary shelter for the homeless and which does *NOT* require occupants to sign leases, program or occupancy agreements.

B. OTHER REQUIREMENTS

- 1) Funded shelter programs must be actively providing services to **homeless persons as defined by HUD** in paragraph below.
 - a. An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:
 1. Has a primary nighttime residence that is a public or private place not meant for human habitation;
 2. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government program); or
 3. Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution.
 - b. Individual or family who will imminently lose their primary nighttime residence, provided that:
 1. Residence will be lost within 14 days of the date of application for homeless assistance;
 2. No subsequent residence has been identified; and
 3. The individual or family lacks the resources or support networks needed to obtain other permanent housing
 - c. Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:
 1. Are defined as homeless under the other listed federal statutes;
 2. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application;
 3. Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and
 4. Can be expected to continue in such status for an extended period of time due to special needs or barriers
 - d. Any individual or family who:

1. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that related to violence against the individual or family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
 2. Has no other residence; and
 3. Lacks the resources or support networks e.g., family, friends, faith-based or other social networks, to obtain other permanent housing
- 2) The age of a child under age 18 must not be used as a basis for denying any family's admission to an emergency shelter that uses Emergency Solutions Grant (ESG) funding or services and provides shelter to families with children under age 18.
 - 3) Data Collection:
 - a. HMIS: Subrecipients of the Emergency Solutions Grant are required to enter all HMIS required data for homeless clients into Client Track by DSI. Domestic Violence are exempt from the HMIS requirement.
 - b. Domestic Violence Shelters/Transitional Housing Providers: Domestic violence shelters and transitional housing programs are required to operate a comparable database by June 30, 2013. A comparable database must collect client-level data over time (i.e., longitudinal data), generate unduplicated aggregate reports from that data, and collect all of the HMIS universal data elements listed in Section F of this RFP. Information entered into a comparable database cannot be entered directly into or provided to HMIS. More information and possible resources will be forthcoming on implementing this requirement.
 - 4) All subrecipients must have Internet access with regular e-mail availability and use a financial software system for accounting purposes.
 - 5) All subrecipients must sign an award agreement with IHCD.
 - 6) All subrecipients will be required to complete a Semi-Annual Report, due mid-year; an Annual Report and Close-out Form, both due end year. Reports should be pulled from HMIS, or comparable database for victim service providers.
 - 7) All agreements will be performance-based. The subrecipient is required to set four (4) performance objectives corresponding to the ESG shelter program type indicated in the application. The agency will be evaluated on their performance with each objective. The agency will document the outcomes of each objective in both the Semi-Annual and Annual Report.
 - 8) Only one ESG-Shelter proposal may be submitted per organization.
 - 9) All applicants are required to participate in the annual homeless point-in-time count held in late January.
 - 10) All applicants are required to attend all IHCD Award Webinar trainings and any other ESG related trainings required as stated by ESG Program Manager. Dates and registration information will be posted online and e-mailed to all subrecipients.

**The maximum request and award amount for an organization that received a 2011-12 State ESG award is \$50,000.
The maximum request for any organization that did NOT receive a 2011-12 State ESG award is \$25,000.**

The award term is one year: July 1, 2012 to June 30, 2013.

C. ELIGIBLE ACTIVITIES:

1. EMERGENCY SHELTER

- a) **Shelter Operations:** Eligible costs are the costs of maintenance including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings, and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include a hotel or motel voucher for that family or individual.
- b) **Essential Services:** ESG funds may be used to provide essential services to individuals and families who are in an emergency shelter, as follows:
 1. **Case Management-** the cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to meet the needs of the program participant, including component services and activities consisting of using the I-HOPE tool, Arizona Self Sufficiency Matrix, working with local Rapid Re-housing program, conducting the initial evaluation, verifying and documenting eligibility, counseling, developing, security and coordinating services and obtaining Federal, State and local benefits; Monitoring and evaluating program participant progress; Providing information and referrals to other providers; Providing ongoing risk assessment and safety planning with victims of domestic violence, dating violence, sexual assault and stalking.
 2. **Developing an Individualized Housing and Service Plan-** including planning a path to permanent housing stability.
 - a) If your region does have an ESG funded Rapid Re-housing (RR) program, this line item can be claimed for persons that were denied access to the regional RR program.
 - b) If your region does not have an ESG funded RR funded program, these housing placement activities must be budgeted and claimed under Rapid Re-housing: Housing Relocation & Stabilization Services.

3. **Child Care-** The costs of child care for program participants, including providing meals and snacks, and comprehensive and coordinated sets of appropriate developmental activities, are eligible. The children must be under the age of 13, unless they are disabled. Disabled children must be under the age of 18. The child care center must be licensed by the jurisdiction in which it operates in order for its costs to be eligible.
4. **Education Services-** When necessary for the program participant to obtain and maintain housing, the costs of improving knowledge and basic educational skills are eligible. Services include instruction or training in consumer education, health education, substance abuse prevention, literacy, English as a Second Language, and General Educational Development (GED). Component services or activities are screening, assessment and testing; individual or group instruction; tutoring; provision of books, supplies and instructional material; counseling; and referral to community resources.
5. **Employment Assistance and Job Training.** The costs of employment assistance and job training programs are eligible, including classroom, online, and/or computer instruction; on-the-job instruction; and services that assist individuals in securing employment, acquiring learning skills, and/or increasing earning potential. The cost of providing reasonable stipends to program participants in employment assistance and job training programs is an eligible cost. Learning skills include those skills that can be used to secure and retain a job, including the acquisition of vocational licenses and/or certificates. Services that assist individuals in securing employment consist of employment screening, assessment, or testing; structured job skills and job-seeking skills; special training and tutoring, including literacy training and prevocational training; books and instructional material; counseling or job coaching; and referral to community resources.
6. **Outpatient Health Services.** Eligible costs are for the direct outpatient treatment of medical conditions and are provided by licensed medical professionals. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate health services are unavailable within the community. Eligible treatment consists of assessing a program participant's health problems and developing a treatment plan; assisting program participants to understand their health needs; providing directly or assisting program participants to obtain appropriate medical treatment, preventive medical care, and health maintenance services, including emergency medical services; providing medication and follow-up services; and providing preventive and noncosmetic dental care.
7. **Legal Services.** (A) Eligible costs are the hourly fees for legal advice and representation by attorneys licensed and in good standing with the bar association of the State in which the services are provided, and by person(s) under the supervision of the licensed attorney, regarding matters that interfere with the program participant's ability to obtain and retain housing. Emergency Solutions Grant (ESG) funds may be used only for these services to the extent that other appropriate legal services are unavailable or inaccessible within the community. (C) Eligible subject matters are child support, guardianship, paternity, emancipation, and legal separation, orders of protection and other civil remedies for victims of domestic violence, dating violence, sexual assault, and stalking, appeal of veterans and public benefit claim denials, and the resolution of outstanding criminal warrants. (D) Component services or activities may include client intake, preparation of cases for trial, provision of legal advice, representation at hearings, and counseling. (E) Fees based on the actual service performed (*i.e.*, fee for service) are also eligible, but only if the cost would be less than the cost of hourly fees. Filing fees and other necessary court costs are also eligible. If the subrecipient is a legal services provider and performs the services itself, the eligible costs are the subrecipient's employees' salaries and other costs necessary to perform the services. (F) Legal services for immigration and citizenship matters and issues relating to mortgages are ineligible costs. Retainer fee arrangements and contingency fee arrangements are ineligible costs.
8. **Life Skills Training.** The costs of teaching critical life management skills that may never have been learned or have been lost during the course of physical or mental illness, domestic violence, substance use, and homelessness are eligible costs. These services must be necessary to assist the program participant to function independently in the community. Component life skills training are budgeting resources, managing money, managing a household, resolving conflict, shopping for food and needed items, improving nutrition, using public transportation, and parenting.
9. **Mental Health Services.** (A) Eligible costs are the direct outpatient treatment by licensed professionals of mental health conditions. (B) ESG funds may only be used for these services to the extent that other appropriate mental health services are unavailable or inaccessible within the community. (C) Mental health services are the application of therapeutic processes to personal, family, situational, or occupational problems in order to bring about positive resolution of the problem or improved individual or family functioning or circumstances. Problem areas may include family and marital relationships, parent-child problems, or symptom management. (D) Eligible treatment consists of crisis interventions; individual, family, or group therapy sessions; the prescription of psychotropic medications or explanations about the use and management of medications; and combinations of therapeutic approaches to address multiple problems.
10. **Substance Abuse Treatment Services.** (A) Eligible substance abuse treatment services are designed to prevent, reduce, eliminate, or deter relapse of substance abuse or addictive behaviors and are provided by licensed or certified professionals. (B) ESG funds may only be used for these services to the extent that other appropriate substance abuse treatment services are unavailable or inaccessible within the community. (C) Eligible treatment consists of client intake and assessment, and outpatient treatment for up to 30 days. Group and individual counseling and drug testing are eligible costs. Inpatient detoxification and other inpatient drug or alcohol treatment are not eligible costs.
11. **Transportation.** Eligible costs consist of the transportation costs of a program participant's travel to and from medical care, employment, child care, or other eligible essential services facilities. These costs include the following: (A) The cost of a program participant's travel on public transportation; (B) If service workers use their own vehicles, mileage allowance for service workers to visit program participants; (C) The cost of purchasing or leasing a vehicle for the recipient or subrecipient in which staff transports program participants and/or staff serving program participants, and the cost of gas, insurance, taxes, and maintenance for the vehicle; and (D) The travel costs of recipient or subrecipient staff to accompany or assist program participants to use public transportation.
12. **Services for Special Populations.** ESG funds may be used to provide services for homeless youth, victim services, and services for people living with HIV/AIDS, so long as the costs of providing these services are eligible under paragraphs

(a)(1)(i) through (a)(1)(x) of this section. The term *victim services* means services that assist program participants who are victims of domestic violence, dating violence, sexual assault, or stalking, including services offered by rape crisis centers and domestic violence shelters, and other organizations with a documented history of effective work concerning domestic violence, dating violence, sexual assault, or stalking.

2. RAPID RE-HOUSING (SHORT TERM):

Funds awarded through the ESG-Shelter Application may be used to provide housing relocation and stabilization services and short-term financial assistance as necessary to assist in rapidly re-housing homeless individuals or families into permanent housing. This activity is only available to those shelters in regions that do not have an ESG funded Rapid Re-housing program. Rapid re-housing assistance, may be provided to program participants who meet the criteria of the “homeless” definition listed in Section B, 1 (a & d). The rapid re-housing assistance must be provided in accordance with the housing relocation and stabilization services requirements in § 576.105, and area-wide systems coordination requirements and procedures established under § 576.400.

a) HOUSING RELOCATION & STABILIZATION – FINANCIAL ASSISTANCE:

1. **Rental Application Fees.** ESG funds may pay for the rental housing application fee that is charged by the owner to all applicants.
2. **Security Deposits.** ESG funds may pay for a security deposit that is equal to no more than 2 months’ rent.
3. **Last Month’s Rent.** If necessary to obtain housing for a program participant, the last month’s rent may be paid from ESG funds to the owner of that housing at the time the owner is paid the security deposit and the first month’s rent. This assistance must not exceed one month’s rent.
4. **Utility Deposits.** ESG funds may pay for a standard utility deposit required by the utility company for all customers for the following utilities: gas, electric, water, and sewage.
5. **Utility Payments.** ESG funds may pay for up to 2 months of utility payments per program participant, per service, including up to 6 months of utility payments in arrears, per service. A partial payment of a utility bill counts as one month. This assistance may only be provided if the program participant or a member of the same household has an account in his or her name with a utility company or proof of responsibility to make utility payments. Eligible utility services are gas, electric, water, and sewage. No program participant shall receive more than 8 months of utility assistance, including arrears, within any 24 month period.
6. **Moving Costs.** ESG funds may pay for moving costs, such as truck rental or hiring a moving company. This assistance may include payment of temporary storage fees for up to 3 months, provided that the fees are accrued after the date the program participant begins receiving assistance and before the program participant moves into permanent housing. Payment of temporary storage fees in arrears is not eligible.

b) HOUSING RELOCATION & STABILIZATION - SERVICES:

1. **Housing Search and Placement.** Services or activities necessary to assist program participants in locating, obtaining, and retaining suitable permanent housing, include the following:
 - i. Assessment of housing barriers, needs, and preferences;
 - ii. Development of an action plan for locating housing;
 - iii. Housing search; Outreach to and negotiation with owners;
 - iv. Assistance with submitting rental applications and understanding leases;
 - v. Assistance with obtaining utilities and making moving arrangements; and
 - vi. Tenant counseling.
2. **Housing Stability Case Management.** ESG funds may be used to pay cost of assessing, arranging, coordinating, and monitoring the delivery of individualized services to facilitate housing stability for a program participant who resides in permanent housing or to assist a program participant in overcoming immediate barriers to obtaining housing. This assistance cannot exceed 30 days during the period the program participant is seeking permanent housing and cannot exceed 12 months during the period the program participant is living in permanent housing. Component services and activities consist of:
 - i. Using the centralized or coordinated assessment system as required under § 576.400(d), to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;
 - ii. Counseling;
 - iii. Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
 - iv. Monitoring and evaluating program participant progress;
 - v. Providing information and referrals to other providers;
 - vi. Developing an individualized housing and service plan, including planning a path to permanent housing stability; and
 - vii. Conducting re-evaluations required under § 576.401(b).
3. **Mediation.** ESG funds may pay for mediation between the program participant and the owner or person(s) with whom the program participant is living, provided that the mediation is necessary to prevent the program participant from losing permanent housing in which the program participant currently resides.
4. **Credit repair.** ESG funds may pay for credit counseling and other services necessary to assist program participants with critical skills related to household budgeting, managing money, accessing a free personal credit report, and resolving personal credit problems. This assistance does not include the payment for modification of a debt.

3) VICTIM SERVICE PROVIDER DATABASE:

In order to achieve compliance with Section B (3b) of this RFP, victim service providers who do not currently operate a client-level database comparable to HMIS or who wish to change databases will have the option to budget a portion of their funds to pay for a ClientTrack database system. This system will be shared among and limited to victim service providers within the Balance of State Continuum of Care who choose to opt in to ClientTrack. The data provided into the system will be restricted to each organization and will be in compliance with the Violence Against Women's Act. The system will collect client-level, data over time including, but not limited to all of HMIS's universal data elements, and generate unduplicated aggregate reports based on the data. Information entered into this comparable database will not be entered directly into or provided to an HMIS. Those that want to buy into this shared system should budget about \$80 per user per month. This amount is subject to change as plans are finalized.

D. PERFORMANCE OBJECTIVES:

The statewide performance objectives for programs served with ESG Shelter funds or Fiscal Year 2012 (7/1/12-6/30/13) are stated below. Each subrecipient will be required to report their progress on the four (4) performance objectives on the semi-annual report and annual report for FY2012. The measurement for each goal for (for non-domestic violence programs) will be tracked by IHCD through HMIS. The time period for the goals is the award term. IHCD standards are guided by HUD's standards of a high-performing Continuum of Care. Subrecipients should be working to meet or exceed the following goals by the end of the award year.

Performance Objective	Emergency Shelter Program	Transitional Housing Program
Permanent Housing: Percentage of discharged clients who exited to a permanent housing destination	50%	69%
Income: Percentage of discharged clients who increased or maintained their employment income upon exit. Sustaining no income should not be counted. (SSI/SSDI, employment, TANF, child support, cash veterans benefits, etc.)	25%	65%
Mainstream Resources: Percentage of clients who increased or maintained non-cash entitlements upon exit. (Medicaid/care, Food Stamps, non-cash veterans benefits, rental subsidies, SCHIP, etc.)	60%	65%
Length of Stay: The average length of stay for clients who exited to a permanent housing destination.	40 days or less	170 days or less

E. CLAIMS FOR REIMBURSEMENT:

The agencies are reimbursed for services and products. There can be no more than 12 claims for the fiscal year. Each claim submitted must contain service or operational expenses either incurred or paid in the month claimed. Claims shall be submitted to IHCD within sixty (60) calendar days after the calendar month in which the expenses are incurred or paid. For example the last day a claim for March will be accepted will be 60 days after March 31. All final claims and reports must be submitted to IHCD within thirty (30) calendar days after the expiration of each effective period or any renewal periods or the termination of this Agreement. The fiscal year is July 1, 2012-June 30, 2013. Claims for reimbursement will be submitted through IHCD Online electronic claims system. Supporting documentation can be submitted electronically through IHCD Online or mailed in by hard copy. Reimbursements for ESG eligible expenses as provided and approved on ESG claim voucher will be directly deposited into the subrecipient bank account within 10 business days from IHCD approval.

F. ACCESS TO RECORDS/INSPECTIONS:

The Subrecipient shall, without prior notice and at any time; permit HUD or its representatives, the General Accounting Office or its representatives, and the Indiana Housing & Community Development Authority or the State Auditor to examine, audit, and/or copy so long as no identifiable data about persons who receive service is released (See 68 Fed. Reg., 43450) (7/22/2003) (1) any plans and work details pertaining to the program, (2) all of the applicant's books, records and accounts, and (3) all other documentation or materials related to this Contract; the applicant shall provide proper facilities for making such examination and/or inspection. The applicant, upon request, will provide aggregate data about services related to persons who receive services.

The applicant shall provide IHCD all necessary records, data, information, and documentation required for IHCD to carry out its obligations under the Grant Agreement.

G. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS) SOFTWARE REQUIREMENT:

All subrecipients of the Emergency Solutions Grant are required by the U.S. Department of Housing and Urban Development to enter all homeless client demographic information into the Homeless Management Information System (HMIS). Domestic violence shelters are exempt from this requirement. HMIS is a secure, confidential electronic data collection system that can be used to determine the nature and extent of homelessness. All information reported to IHCD will only contain aggregate data and will not contain person-identifying information. User licenses are provided at no charge to your facility. Data must be entered in the system on a regular and consistent basis. ***Regular and consistent is defined as entry within a two week period from the date of intake.***

The McKinney-Vento Act, as amended by HEARTH requires that all recipients of Emergency Solutions Grant program funds participate in HMIS. Domestic violence shelter programs are exempt from this HMIS requirement. The applicant agrees to participate in the HMIS no later than the date of execution of award agreement with IHCD. **The applicant agrees to enter data into the HMIS on a regular and consistent basis for the ESG funded shelter program and all other residential programs serving homeless individuals/families.** IHCD will monitor entry progress and data quality on a regular basis. For any questions related to implementing HMIS in your shelter, please contact Kerrie Kikendall, HMIS Manager, at 317-234-6973.

All subrecipients, except for victim service providers, are required to use the ClientTrack system by DSI for HMIS data reporting. Applicants that use HMIS at time of application submission will be evaluated on their use of HMIS and data quality specifically regarding the following data elements: Name, Social Security Number, Date of Birth, Ethnicity, Race, Gender, Veteran Status, Disabling Condition, Residence Prior to Program Entry, Zip Code, Length of Stay at Previous Residence and Homeless Cause.

CERTIFICATIONS

Each applicant applying for funds must certify the agency's compliance with the following assurances and in the future be prepared to provide written policies and procedures, where applicable, upon request.

A. AUTHORITY OF APPLICANT AND ITS REPRESENTATIVE:

The authorized representative of the agency who signs the certifications and assurances affirms that both the applicant and its authorized representative have adequate authority under state and local law and internal rules of the applicant organization to:

1. Execute and return the application.
2. Execute and return the required certifications, assurances, and agreements on behalf of the applicant and,
3. Execute agreements on behalf of the applicant.
4. Understand that intentional falsification, concealment or cover up by any trick, scheme or devise of any information, charts, data, attachments, or materially false, fictitious or fraudulent statement or representation of any information, submitted by the applicant will permanently disqualify the applicant from applying for funds under this program's initiatives.

B. HOMELESS PERSONS INVOLVEMENT:

To the maximum extent practicable, the subrecipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted with ESG.

C. SUPPORTIVE SERVICES:

The subrecipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local and private assistance available for such individuals.

D. STANDARD ASSURANCES:

The applicant assures that the agency will comply with all applicable federal statutes, regulations, executive orders, circulars, and other federal administrative requirements in carrying out the grant.

The applicant acknowledges that it is under a continuing obligation to comply with the terms and conditions of the grant and recognizes that federal laws, regulations, policies and, administrative practices, might be modified from time-to-time and may affect the implementation of the project.

E. DEBARMENT OR SUSPENSION:

The applicant or principals have not been convicted of nor had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction, or have not been terminated for cause or default.

F. DRUG FREE CERTIFICATION:

The applicant will publish, or has published, a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the applicant's workplace and specifying the actions that will be taken against the employees for violation of that prohibition.

Establish an ongoing drug-free awareness program to inform its employees about: (1) the dangers of drug abuse in its workplace; (2) the applicant's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs, and (4.) the penalties that may be imposed upon its employees for drug abuse violations occurring in the workplace.

Making it a requirement that each of its employees engaged in the performance of the grant be furnished a statement of the applicant's drug policy.

G. NON-DISCRIMINATION:

The applicant will comply with Title VI of the 1964 Civil Rights Act, as amended (42 U.S.C. § 2000d et seq.) the Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), and the Americans with Disabilities Act (ADA), as amended, (42 U.S.C. § 12101 et seq.)

The Civil Rights Act generally requires that applicants assure that no person otherwise qualified, on the basis of race, color, national origin, creed, sex, or age will be excluded from participation in or be denied the benefits of, or otherwise discriminated against in any program, or activity conducted by the applicant.

The Rehabilitation Act and ADA generally require that any person otherwise qualified with a disability shall, not be excluded from participation in, or denied the benefits of, or otherwise subjected to discrimination, in any program, or activity receiving federal assistance, by reason of that disability.

H. AGE DISCRIMINATION ACT:

The 1975 Age Discrimination Act of, as amended, (42 U.S.C. § 6101 et seq.) provides that no person shall be excluded from participation, denied program benefits, or subjected to discrimination on the basis of age, under any program, or activity receiving federal funds.

I. EXECUTIVE ORDER (EO) 11246:

This EO, as amended, provides that no person shall be discriminated against, on the basis of race, color, religion, sex, or national origin, in any phase of employment during the performance of federal contracts in excess of \$10,000.

J. OMB CIRCULAR A-110 AS REVISED:

Applicant certifies that the funding provided by the state through this agreement should not be used to provide voters and prospective voters with transportation to the polls or provide similar assistance in connection with any election or voter registration activity.

Positive efforts shall be made by applicants to utilize small businesses, minority firms, and women's business enterprises whenever possible. Recipients of federal awards shall take all of the following steps to further this goal:

1. Ensure that the small businesses, minority owned firms, and women's business enterprises are used to the fullest extent possible.
2. Make information on forthcoming opportunities available and arrange time frames for purchases and contracts to encourage and facilitate participation by small business, minority-owned firms, and women's business enterprises.
3. Consider, in the contract process, whether firms competing for contracts intend to subcontract with small businesses, minority owned firms, and women's business enterprises.
4. Encourage contracting with consortiums of small businesses, minority-owned firms, and women's business enterprises, when a contract is too large for one of these firms to handle individually.

5. Use the services and assistance, as appropriate, of such organizations as the federal Small Business Administration and the Indiana Department of Administration's minority business development division in the solicitation and utilization of small businesses, minority-owned firms and women's business enterprises.
6. For more information about OMB Circular A-110: <http://www.whitehouse.gov/omb/>

K. ANTI-LOBBYING:

Pursuant to 31 U.S.C. § 1352, and any regulations promulgated thereunder, applicant hereby assures and certifies, to the best of his or her knowledge and belief, that no federally appropriated funds have been paid, or will be paid, by or on behalf of applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

L. RELIGIOUS ACTIVITIES:

Applicant agrees that activities conducted with funding obtained through this agreement shall be non-sectarian in nature and that religious activities shall not be included in any Activities to be conducted hereunder.

M. CONFLICT OF INTEREST:

Applicant specifically agrees to comply with applicable provisions of the Office of Management and Budget Circulars A-110 and "The Common Rule" regarding conflicts of interest. Applicants further acknowledge and agree that no employee, agent, representative, or subcontractor of applicant who may be in the position to participate in the decision-making process of applicant or its subcontractors may derive an inappropriate personal or financial interest or benefit from any activity funded through this agreement, either for himself or for those with whom he has family business ties.

N. ENVIRONMENTAL TOBACCO REGULATIONS:

Applicant certifies that it will comply with applicable provisions of the Pro-Children Act of 1994 (20 U.S.C. § 6081 *et seq.*), which require that smoking not be permitted in any portion of any indoor facility owned, leased, or contracted for by contractor and which is used routinely or regularly for the provision of health, day care, education, or library services to children under the age of eighteen (18) years, if the services are funded by federal programs either directly or through states or local governments by federal grant, contract, loan, or loan guarantee. This provision shall not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment.

SUBMITTING THE APPLICATION

Completed ESG applications must be received in the IHCD office no later than May 25, 2012, 5:00 pm Eastern Daylight Time. Faxed applications will not be accepted. Applicants have the choice of submitting by e-mail or by mail as described below. Confirmation of receipt will be sent by e-mail to all applications received by the deadline stated.

If submitted electronically:

Application forms can be sent electronically either by sending as one e-mail to kbarker@ihcda.in.gov OR by CD-ROM. If sent by e-mail, the Application Forms should be attached as one Excel document and the Attachments/Tabs should scanned and attached as one PDF document. Certification and Signature page must also be printed, signed with original signature, scanned and attached to e-mail.

If submitted by mail:

Application forms must be *completed* electronically, then printed and mailed with all attachments (tabs), including Certification Statement and Signature page in one envelope to address listed on page one of this document. Send only one (1) paper/hard copy. The application can be double-sided, with a clip placed around all documents. Do not copy and paste application onto a new document, staple forms, or enclose in folders or three ring binders. The tabs for each attachment should be easily removable and placed behind application forms in order listed below.

Order of Pages & Attachments:

The following application forms must be submitted for all applicants:

- 1) Cover Page, 2) Exhibits 1-4, 3) Certification Statement and Signature page,

Additionally, all applicable attachments (tabs listed below) must be submitted with application forms. Attachments required for all applicants are in bold below. Remaining attachments are required when applicable.

Tab A:	Most recent letter of 501c3 non-profit status determination
Tab B:	Certificate of Attendance with Regional Planning Council on the Homeless form- completed and signed by council chairperson
Tab C:	Current organizational chart
Tab D:	List of current Board of Directors, including names, representing organization, e-mail address, phone number
Tab E:	Copy of accounting policy and procedures (if longer than 15 pages, e-mail to kbarker@ihcda.in.gov)
Tab F:	2010 (or most recently submitted) IRS Form 990 – summary page
Tab G:	A-133 Audit or most recent financial audit completed by independent accounting firm
Tab H:	General Liability Insurance
Tab I:	Automobile Liability (must include non-owned vehicles). Only include if applicable.
Tab J:	Workers' Compensation and Unemployment Compensation
Tab K:	Fidelity Bond / Employee Dishonesty Bond
Tab L:	Copy of current shelter building fire inspection (completed and passed in 2011 or 2012)
Tab M:	Copy of current Building health inspection (completed and passed in 2011 or 2012)* <i>*If your local health inspector states a health inspection is not needed, a letter stating this must be attached</i>
Tab N:	Articles of Incorporation – required for new applicants only (those who did not receive State ESG in 2011-12)

All applicants must retain a copy of these application policies. Applicants that receive funding will be bound by the information contained therein.